

JUVENILE EDUCATION OFFICER STUDY GUIDE

A written examination for the class of **JUVENILE EDUCATION OFFICER** to be administered in **ZACHARY** ON **DECEMBER 3, 2009**, will consist of **100** multiple-choice questions. The examination will test your abilities in the following areas:

SUBJECT AREA	% OF QXS. ON EXAM
FOLLOWING WRITTEN PROCEDURES	22%
VERBAL PERCEPTION / READING COMPREHENSION	11%
VERBAL EXPRESSION / ENGLISH USAGE / GRAMMAR	30%
PROBLEM SOLVING	22%
MATHEMATICS / ARITHMETIC	15%
TOTAL	100%

Following Written Procedures

This section is designed to test your ability to follow written instructions and to follow established procedures in completing assigned tasks.

Verbal Perception / Reading Comprehension

This section will test your ability to read and comprehend written material such as department procedures, suspect descriptions, and reference materials such as the Louisiana Revised Statutes, including the Louisiana Children's Code.

Verbal Expression / English Usage / Grammar

This section is designed to test your ability to fill out forms in accordance with established procedures, and the ability to write narrative material in a clear and concise form using acceptable grammar. Knowledge of correct English grammar and word usage, including sentence structure, punctuation, and subject/verb agreement.

Problem Solving

This section is designed to test your ability to evaluate all the facts of a given situation, to find a common factor between various isolated facts and come to a logical conclusion, and to predict a pattern of occurrence.

Mathematics / Arithmetic

This section is designed to test your ability to perform simple mathematical computations, including addition, subtraction, multiplication, and division.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.